



# *The A-Team Conference & Innovation Center*

## Point of Contact Responsibilities

### **SCHEDULE A MEETING**

Call (703) 253-1440 to schedule a conference room. Please let the conference coordinators know the specific requirements for your meeting at this time. Be prepared to give them the following information regarding the classification of the meeting, number of attendees, point of contact information, IT needs, refreshments, start

& end time of the meeting, etc. Our official hours are 0700 - 1700 but we will work with your schedule if you need to use this facility for a longer period of time.

### **ATTENDEE LIST & VISIT REQUESTS**

Give the conference coordinators a list of everyone attending your meeting **three** days in advance so they can create a

sign-in sheet, further updates can be sent at any time. All visitors must sign-in at the front desk on the day of the meeting. Visitors attending classified meetings must have a visit

authorization request on file with the A-Team or they will **NOT** be allowed in the meeting. Unclassified meetings do not require a visit

request but it is strongly recommended by the Security Department.

### **MEETING CANCELLATIONS**

Visits requests must be faxed to (703) 253-1385 by the visitor's security officer with the proper information to be approved. The Please let the coordinators know ASAP if you need to cancel a meeting. coordinators can provide a list of the requirements needed by our Security office if needed.

at this conference facility so we can try to accommodate other meetings. Please stay in contact with the conference coordinators at all times. It is often necessary for us to contact you regarding your meeting and we always confirm a week in advance that the meeting will still be held on schedule.

### **BREAKFAST/WORKING LUNCH**

The conference facility will order donuts, bagels, or muffins at the request of the POC with a fee of .50 cents per item. The POC can either pay the conference facility directly or a cashbox can be placed

by the refreshments and the visitors can pay as they go. This facility

provides coffee, tea, water, butter, cream cheese, plates, napkins, and utensils. The coordinators will work with the POC to set up a working lunch. We currently use several vendors in the area. The

POC



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### CLEAN UP

It is the responsibility of the POC to make sure that the room is left in the same condition as it was at the beginning of the day. Please throw away trash and take all personal belongings with you as we are not responsible for lost items.

### CLASSIFIED MEETINGS

Visitors are not allowed to bring electronic devices into the meeting rooms when attending a classified meeting. These personal belongings will be stored in lockers behind the front desk and will be accessible at any time to the visitors. It is the POC's responsibility to monitor classified machines used during their visit. Do not leave any classified material unattended at any time. Everything must be returned to Security at the end of the day.

**Visit Authorization Requests**  
*Please submit your visit authorization request on organizational/company letterhead or a standard government form. The following information is required for the Security Department to grant normal access within our facility:*

#### MILITARY PERSONNEL:

- FULL LEGAL NAME
- SOCIAL SECURITY NUMBER (SSN)
- DATE OF BIRTH (DOB)
- PLACE OF BIRTH (POB)
- LEVEL OF CLEARANCE
- FULL COMPANY /ORG ADDRESS
- PURPOSE OF VISIT
- DATES OF VISIT
- SECURITY PERSONNEL SIGNATURE

**PLEASE ADDRESS ALL VARS  
TO:**

**ANTEON CORPORATION  
3211 JERMANTOWN ROAD  
SUITE 700  
FAIRFAX, VA 22031**

**CAGE ID 07MU1**

#### CONTRACTOR PERSONNEL:

- FULL LEGAL NAME
- SOCIAL SECURITY NUMBER (SSN)
- DATE OF BIRTH (DOB)
- PLACE OF BIRTH (POB)
- LEVEL OF CLEARANCE
- AGENCY GRANTING CLEARANCE
- DATE OF CLEARANCE
- FULL COMPANY /ORG ADDRESS
- PURPOSE OF VISIT
- DATES OF VISIT (UP TO 1 YEAR)
- SECURITY PERSONNEL SIGNATURE

**PLEASE FAX ME NUMBER TO:**

**(The A-Team & Innovation  
N-T-K, VARS ONLY GOOD FOR 30  
DAYS) In Anteon Facility  
ATTN: Security  
703.253.1385**